



**USAID**  
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**MALI**

## Memorandum

**DATE:** March 21, 2013  
**FROM:** Lorraine Sherman, Acting Supervisory Executive Officer *S/*  
**SUBJECT:** Vacant Position: USAID Mali Health Project Management Specialist (Malaria)  
**TO:** US Mission Locally Employed Staff only

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**OPENING DATE:** March 21, 2013

**CLOSING DATE:** April 4, 2013

**GRADE LEVEL:** **FSN PSC-10 (FCFA 9,461,487 to FCFA 14,665,299)**  
*(If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a lower grade than the position classification grade).*

The U.S. Agency for International Development, co-located with the US Embassy Bamako, is seeking one individual as Project Management Specialist (Malaria) for its Health team.

### **Basic Function of Position**

The Project Management Specialist (Malaria Specialist) will support the management of a complex portfolio of malaria activities valued at approximately \$27 million per year through a wide range of project and activity management duties. H/she is a key member of USAID/Mali Health Team, and a member of the Malaria Cluster. S/he supports the USAID/Mali Global Health Initiative Strategy and President's Malaria Initiative (PMI) Mali Country Operational Plans. S/he will work under the guidance of the USAID/Mali Malaria Advisor and Centers for Disease Control (CDC)/Mali Malaria Advisor, and is supervised by the Malaria Cluster Lead. S/he will liaise with backstops for the PMI in USAID/Washington, counterparts in CDC Atlanta, and USAID personnel working within and overseeing the Mission's activities related to malaria control.

The Malaria Specialist will also work closely with mid- to high-level Government of Mali (GOM) counterparts. H/she is expected to exercise strong leadership through open communication and diplomacy in carrying out day-to-day work with the GOM. S/he must be able to maintain positive relationships with a wide variety of Malian government officials, from the national to the local level.

Current USAID/Mali malaria activities include: malaria prevention and control activities such as behavior change communication, bed-net purchase and distribution, anti-malarial drug purchase and distribution, IPTp coverage, the diagnosis and treatment of acute malaria, and indoor residual spraying.



## **Major Duties and Responsibilities**

### **A. PROJECT MANAGEMENT (40%):**

The Malaria Specialist will conduct a wide range of project management duties in support of the overall USAID/Mali malaria portfolio (not related to individual activities) including, but not limited to, assisting with strategy development, budgeting and financial management, monitoring and evaluation, reporting, and procurement.

Examples of work activities in this category include, but are not limited to:

#### **Design**

- Participate in and contribute to the design of new malaria strategies.

#### **Budget/Finance**

- Work with the Office of Financial Management to closely track the malaria budget, ensuring accurate information is available to inform funding decisions.
- Coordinate the timely submission of accurate accruals for implementing partners under the malaria portfolio.
- Conduct malaria portfolio pipeline analyses, ensuring a logical and efficient distribution of funds across all malaria activities at all times.

#### **Monitoring and Evaluation**

- Participate in and contribute to the evaluation of malaria strategies, for example, by compiling relevant data, or by serving as a point of contact for an evaluation team.
- Participating in the collection and analysis of data from USAID/Mali malaria activities or the national/international literature to inform decision making.
- Work with the Monitoring & Evaluation Specialist to ensure that accurate records are kept of all monitoring activities carried out by the Malaria Cluster.

#### **Reporting**

- Supervise compilation of achievements and highlights to be included in the USAID/Mali Performance Plan and Report and other required reports.
1. Write sections of reports to the U.S. Congress, GOM, or donor groups; technical briefings; trip reports; portfolio reviews; and other documents as needed.

#### **Procurement**

2. Supervise the preparation and maintenance of a procurement forecasting list and track malaria procurement actions by OAA and the Program Office.
3. Prepare GLAAS actions in coordination with AOR/CORs and the Program, Financial Management, and Procurement Offices. Follow-up with these offices as needed to ensure timely procurement actions and obligation of funding.

#### **Cross-cutting: Environment, Gender, etc.**

4. Work closely with the Mission Environmental Officer, the Deputy Mission Environmental Specialist, and the members of the Malaria Cluster to ensure that all environmental compliance requirements are met for the malaria portfolio.
5. Work closely with the Mission Gender Advisor and the members of the Malaria Cluster to ensure that all gender requirements are met for the malaria portfolio.
6. Contribute to discussions with other technical teams within USAID to identify areas for joint programming.





## **Other/Project Support**

7. Supervise the timely planning of travel for the Malaria Cluster & malaria partners including submission of travel authorizations, travel advance requests, and travel vouchers.
8. Manage ad hoc requests from malaria partners for training and equipment procurement.
9. Prepare results-oriented scopes of work, needs assessments, waivers, justifications, and other documents as needed.

## **B. ACTIVITY DEVELOPMENT & MANAGEMENT (40%):**

The Malaria Specialist will conduct a wide range of activity management duties in support of USAID/Mali malaria programming, including activity design, implementation, results management, reporting, and quality improvement. Malaria Specialist will serve as the Agreement/Contracting Officer's Representative (AOR/COR), Activity Manager (AM), and/or Alternate AOR/COR for one or more malaria activities, including an approximately \$17 million per year malaria commodity activity. Additionally, the Specialist will support other AOR/CORs & AMs in the management of all other malaria activities.

The malaria portfolio currently includes approximately ten activities, some of which are dedicated malaria activities, and some of which are larger public health activities which include a malaria component. Because of the cross-cutting and interdisciplinary nature of these activities, the Malaria Specialist must be able to work cooperatively with, and maintain good relationships with, a wide variety of technical experts.

Examples of work activities in this category include, but are not limited to:

1. Manage and oversee services and deliverables provided by contractors and grantees in accordance with USAID activity management regulations and procedures. Provide technical guidance to contractors and grantees to ensure effectiveness of activities. Identify and resolve performance problems.
2. Support the development of new activities with guidance from the Malaria Cluster Lead.
3. Support the maintenance of official activity management files for all malaria activities in accordance with USAID regulations.
4. Liaise with USAID/Washington AOR/CORs in the management of Field Support mechanisms.
5. Conduct monitoring visits to verify aspects of malaria activity implementation.
6. Participate in the evaluation of malaria activities with the guidance of the Malaria Cluster Lead.
7. Ensure that quarterly and annual reports are submitted in a timely manner, as mandated.
8. Ensure appropriate financial management of individual malaria activities. Ensure that implementers submit timely and accurate accruals. Conduct pipeline analyses for malaria activities and ensure that funds are obligated to activities.
9. Carry out procurement actions including waivers, requisitions in the Global Acquisition and Assistance System (GLAAS), etc.
10. Official correspondence: initiate and draft the full range of documents required for activity implementation, such as letters, cables, and memos.

## **C. MALARIA COMMODITY MANAGEMENT (10%):**

The Malaria Specialist will manage approximately \$17 million per year in malaria commodity programming to ensure the uninterrupted supply of essential malaria drugs and products at service delivery points throughout Mali. H/she will work closely with the Health Systems Strengthening Cluster Lead, as well as the Malaria Cluster Lead, in this capacity. Activities to support commodity security, procurement and delivery may include, but are not limited to:

### **Procurement**

Work with the GOM and other partners to ensure adequate supplies of essential malaria commodities are procured:

1. Collect and analyze data necessary to determine national malaria commodities needs.
2. Prepare the procurement plan in collaboration with the Malaria Cluster (develop product specifications, specify timing, and estimate quantities needed).





3. Reconcile needs with funds.
4. Specify terms and place orders.
5. Monitor order status.
6. Receive and check commodities.

## **Distribution**

Work with the GOM National Central Medical Stores and other partners to develop distribution plans for malaria commodities received in Mali. Monitor malaria commodity distribution through site visits, discuss and identify problems or issues, and make judgments about ordering/canceling shipments to avoid stock-outs and/or overstocks of malaria commodities.

## **D. COORDINATION AND AGREEMENT SUPPORT WITH THE GOVERNEMENT OF MALI (10%):**

The Malaria Specialist will work closely with, and maintain good relationships with, a wide variety of GOM mid- to high-level officials to support the design and implementation of joint malaria activities. These include counterparts from the National Malaria Control Program, the Department of Foreign Affairs, the University of Bamako Malaria Research and Training Center, and the National Central Medical Stores.

Examples of work activities/duties in this category include, but are not limited to:

1. Work closely with the USAID Malaria Cluster and Health Team to coordinate activities to assist the Government of Mali to develop high-quality malaria control policies, norms and standards of service. Provide technical guidance, policy advice, and implementation guidance, especially related to USG regulations and procedures.
2. Serve as the primary point-of-contact with the GOM in assigned areas.
3. In consultation with the Office of Financial Management, the Regional Legal Advisor, and the Health Team Government-to-Government point-of-contact, draft direct agreements with the GOM, such as Implementation Letters or Fixed Amount Reimbursement Agreements.
4. Support the Malaria Cluster in the management of direct agreements with the GOM. Coordinate with the Department of Foreign Affairs on operational planning, budgeting, and other issues related to direct agreements with the GOM.
5. Draft and keep records of all official correspondence with the GOM.

**Minimum Qualifications:** To be considered for this position, applicants must meet the minimum qualifications.

1. US Mission Local Employee Staff;
2. A four year college degree is required;
3. At least five years of progressively responsible experience working for a USG agency is required. Prior work experience with and knowledge of USG policy and regulations is highly desirable. Experience in the implementation, monitoring, or evaluation of malaria activities is desired. Experience with the management of commodity logistics activities is desired.

**Selection Factors:** To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the announcement.



## **Qualifications Required:**

- a. **Education (10%):** A four year college degree is required.
- b. **Prior Work Experience (30%):** At least five years of progressively responsible experience working for a USG agency is required. Prior work experience with and knowledge of USG policy and regulations is highly desirable. Experience in the implementation, monitoring, or evaluation of malaria activities is desired. Experience with the management of commodity logistics activities is desired.
- c. **Language Proficiency (10%):** English and French language fluency at Level IV is required.
- d. **Knowledge (30%):** Knowledge of USG regulations on environmental compliance is strongly desired. A strong knowledge of office management and administration is required. Knowledge of USG policies, regulations, and programs is highly desirable. Knowledge of the malaria context in Mali and malaria public health interventions is highly desirable.
- e. **Skills and Abilities (20%):** The ability to establish and maintain contacts with a wide range of individual partners and to work in a team setting. The ability to communicate quickly, clearly and concisely – both orally and in writing in English and in French. Excellent computer skills are required to effectively operate in this position, software including, for example: MS Word, Excel, Power Point, and logistics management programs.

**Maximum Evaluation Score 100 points.**

## **POSITION ELEMENTS**

- a. **Supervision Received:** The incumbent is supervised by the Malaria Cluster Lead. S/he will be expected to perform duties with a minimum of daily supervision and a high degree of independence and responsibility
- b. **Supervision Exercised:** None
- c. **Exercise of Judgment:** Considerable diplomacy and good judgment are required in dealing with a wide-variety of counterparts within USAID, implementing partners, and the government of Mali. The incumbent is expected to exercise independent judgment in completing work within the Health Team, and in interacting with Mission colleagues and implementing partners.
- d. **Authority to Make Commitments:** Position has no authority to make financial commitments.
- e. **Nature, Level, Purpose of Contacts:** Regular direct contact with the USAID/Mali Health Team, USAID/Mali support and technical offices, Health Team implementing partners and mid to high-level Ministry of Health personnel.
- f. **Time Required to Perform Full Range of Duties after Entry into Position:** One to three years.

## **SELECTION PROCESS:**

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

## **ADDITIONAL SELECTION CRITERIA:**

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.





## **TO APPLY:**

Interested candidates for this position should submit the following documents:

1. A U.S. Federal Employment Form DS-174 found directly under the U.S. Embassy site <http://mali.usembassy.gov> available job opportunities.

**The DS-174 must be signed and those submitted unsigned will be rejected.**

2. A resume or curriculum vitae relevant to the position for which the applicant is applying;
3. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the Health Project Management Specialist (Malaria) position.
4. Applicants are required to provide three (3) to five (5) professional references with complete contact information including email address and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.
5. Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

**All uncompleted applications will be rejected.**

## **SUBMIT APPLICATION**

Human Resources Management Office - Email: [bamakohrmvacancies@usaid.gov](mailto:bamakohrmvacancies@usaid.gov)

## **CLOSING DATE FOR THIS POSITION: April 4, 2013**

The US Mission in Mali provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.